

## ROANOKE VALLEY PUBLIC LIBRARIES INTERLIBRARY LOAN GUIDELINES

The Roanoke Valley Libraries participate in a nationwide cooperative network to supplement our collections through borrowing from other libraries beyond the Roanoke valley. The local libraries pay for the cost of this arrangement; however, there may be a **\$4 shipping fee** required of you as a user of the service.

Here are the guidelines for borrowing items via interlibrary loan:

- The service is available to borrowers holding a current Roanoke Valley library card from any branch of the Botetourt County, City of Roanoke, Roanoke County, or City of Salem systems and who also do not have outstanding library charges in excess of \$10.
- Request forms are available at the library or online at the libraries' websites; please fill out the forms with as much information as possible to facilitate the ordering process.
- Borrowers may request books, photocopies, movies, microfilm/microfiche, and audio books. Be aware that lending libraries sometimes choose not to loan audio materials, movies, reference or rare archival items, computer software, or current bestsellers.
- The interlibrary loan process can take 1-4 weeks from the request date to receipt of the material so please place your request well before your deadline.
- Due dates for items are determined by the lending library and can vary from 10 days to 8 weeks; renewals are often available from the lender but need to be requested from the local library in advance.
- There will be a **\$1 per day late fee** assessed for overdue items.
- The borrower may be responsible to both the lending library and to the Roanoke Valley Library for any late fees, lost items, or damage to materials borrowed through interlibrary loan.
- The borrower will be notified by phone, mail, or email when the material has arrived.
- Items obtained through interlibrary loan **must** be returned to the library system where the item was borrowed and may not be deposited in the book return kiosks.
- **Please do not remove the information flap or sticker** from the front of the item; it must be included when the material is returned.